



## Occupational License Information 101

### Occupational Licensure Changes (Sept. 1, 2015)

The purpose of educator licensure is to ensure that individuals who serve in Tennessee classrooms and schools meet minimum standards. In order to obtain, advance, or renew a license to teach in the state of Tennessee, an individual must meet minimum expectations.

On July 25, 2014, the Tennessee State Board of Education approved a new policy regarding educator licensure. Educators affected by this policy include occupational teachers. Any license issued prior to Sept. 1, 2015 will be valid until the date of expiration. **After Aug. 31, 2015, all licensure transactions will be processed in accordance with the new policy.**

### Overview of New Occupational Licensure Policy

- New License Types

**Practitioner Occupational Education License** (Three year validity period, renewable once): The practitioner occupational license is the initial license issued to occupational educators who have met endorsement requirements pursuant to State Board of Education policy, had content verification provided by the Tennessee Department of Education Career and Technical Education Division, and hold the required current/valid industry certification were indicated prior to entering Tennessee public schools.

**Professional Occupational Education License** (Six year validity period, renewable): The professional occupational education license is issued to educators upon meeting licensure expectations at the practitioner level, completing coursework covering the professional education standards and additional requirements as defined in State Board of Education policy.



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### Occupational Endorsements

This table outlines endorsements available for Tennessee Occupational Education License only. Occupational endorsements can only be issued to a practitioner or professional occupational education license. Academic endorsements cannot be added to a practitioner or professional occupational education license.

Effective Sept. 1, 2015 the following endorsements will be issued.

Endorsement Name	Endorsement Code
2-4 Cycle Engines	775
Aircraft Maintenance	773
Automotive	770
Aviation Ground School	774
Barbering	780
Broadcasting	710
Carpentry	706
Collision Repair	771
Concrete/Masonry	702
Cosmetology	781
Culinary Arts	730
Diesel Equipment	772
Distribution and Logistics	776
Drafting/CAD	700
Electrical	701
Fire Safety	751
Graphic Design	711
HVAC	707
Health Informatics	721
Health Science	720
Information Technology	740
Legal and Protective Services	750
Manufacturing	760
Plumbing	703
Programming	742
Public Health	722
Welding	705



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### Initial Issuance of the Practitioner Occupational Education License

Requirements for a practitioner occupational education license align with the endorsement(s) an applicant is seeking. Occupational endorsements have different education, occupational work experience, and industry certification requirements. Prior to enrollment in a preparation program, qualifications, such as industry certification, work experience, and postsecondary education shall be reviewed by the Tennessee Department of Education Career and Technical Education Division. Educators shall be properly licensed prior to entering the classroom.

Endorsement requirements for a practitioner occupational education license can be met through a pathway using combined work experience, industry certification, and postsecondary education.

### Occupational Endorsement Aligned Requirements

<b>Endorsement Name and Code</b>	2-4 Cycle Engines 775
<b>Previous Endorsements</b>	568
<b>Minimum Education Requirements</b>	High School diploma or above
<b>Occupational Work Experience</b>	Five years of full time work experience out of the past eight years
<b>Industry Certification</b>	Equipment Engine Training Certification, EETC
<b>Pathway Options</b>	<ul style="list-style-type: none"> <li>Associate degree in 2-4 cycle engine technology and one year of work experience in endorsement area and industry certification</li> </ul>
<b>Endorsement Name and Code</b>	Aircraft Maintenance 773
<b>Previous Endorsements</b>	512
<b>Minimum Education Requirements</b>	High School diploma or above
<b>Occupational Work Experience</b>	Five years of full time work experience out of the past eight years
<b>Industry Certification</b>	FAA industry certification
<b>Pathway Options</b>	<ul style="list-style-type: none"> <li>Associate's degree in aviation maintenance one year full time work experience in endorsement area and industry certification</li> <li>Bachelor's degree in aviation maintenance and industry certification</li> </ul>
<b>Endorsement Name and Code</b>	Automotive 770
<b>Previous Endorsements</b>	508
<b>Minimum Education Requirements</b>	High School diploma or above
<b>Occupational Work Experience</b>	Five years of full time work experience out of the past eight years
<b>Industry Certification</b>	ASE A-4, ASE A-5, ASE A-6, and ASE A-8 or G-1
<b>Pathway Options</b>	<ul style="list-style-type: none"> <li>Associate degree in automotive technology and one year of work experience in endorsement area and industry certification</li> <li>Bachelor's degree in automotive technology and industry certification</li> </ul>



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<b>Endorsement Name and Code</b>	Aviation Ground School 774
<b>Previous Endorsements</b>	594
<b>Minimum Education Requirements</b>	High School diploma or above
<b>Occupational Work Experience</b>	Five years of full time work experience out of the past eight years
<b>Industry Certification</b>	FAA industry certification
<b>Pathway Options</b>	<ul style="list-style-type: none"> <li>Associate's degree in aviation/commercial or private pilot and one year full time work experience in endorsement area and industry certification</li> <li>Bachelor's degree in aviation/commercial or private pilot and one and industry certification</li> </ul>
<b>Endorsement Name and Code</b>	Barbering 780
<b>Previous Endorsements</b>	560
<b>Minimum Education Requirements</b>	High School diploma and completion of a barbering instructor curriculum
<b>Occupational Work Experience</b>	Five years of full time work experience out of the past eight years
<b>Industry Certification</b>	Tennessee Barbering Instructor License
<b>Pathway Options</b>	None
<b>Endorsement Name and Code</b>	Broadcasting 710
<b>Previous Endorsements</b>	576, 597
<b>Minimum Education Requirements</b>	High School diploma or above
<b>Occupational Work Experience</b>	Five years of full time work experience out of the past eight years
<b>Industry Certification</b>	Currently none
<b>Pathway Options</b>	<ul style="list-style-type: none"> <li>Associate's degree in broadcasting/digital media and three years of full time work experience in endorsement area</li> <li>Bachelor's degree in broadcasting/digital media and one year full time work experience in endorsement area</li> <li>Master's degree in broadcasting/digital media</li> </ul>
<b>Endorsement Name and Code</b>	Carpentry 706
<b>Previous Endorsements</b>	522
<b>Minimum Education Requirements</b>	High School diploma or above
<b>Occupational Work Experience</b>	Five years of full time work experience out of the past eight years
<b>Industry Certification</b>	Bureau of Apprenticeship Training (BAT), NOCTI, or Tennessee Contractors license
<b>Pathway Options</b>	<ul style="list-style-type: none"> <li>Associate's degree in building construction and one year of work experience in endorsement area and industry certification</li> <li>Bachelor's degree in building constructions and industry certification</li> </ul>



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<b>Endorsement Name and Code</b>	Collision Repair 771
<b>Previous Endorsements</b>	507
<b>Minimum Education Requirements</b>	High School diploma or above
<b>Occupational Work Experience</b>	Five years of full time work experience out of the past eight years
<b>Industry Certification</b>	ASE B-2, ASE B-3, and ASE B-4 or I-Car
<b>Pathway Options</b>	<ul style="list-style-type: none"> <li>Associate's degree in collision repair/refinishing and one year of work experience in endorsement area out of the past eight and industry certification</li> <li>Bachelor's degree in collision repair/refinishing and industry certification</li> </ul>
<b>Endorsement Name and Code</b>	Concrete/Masonry 702
<b>Previous Endorsements</b>	524
<b>Minimum Education Requirements</b>	High School diploma or above
<b>Occupational Work Experience</b>	Five years of full time work experience out of the past eight years
<b>Industry Certification</b>	Bureau of Apprenticeship Training (BAT) or NOCTI Concrete or Tennessee Contractors license
<b>Pathway Options</b>	<ul style="list-style-type: none"> <li>Associate's degree in building construction and one year of work experience in endorsement area and industry certification</li> <li>Bachelor's degree in building constructions and industry certification</li> </ul>
<b>Endorsement Name and Code</b>	Cosmetology 781
<b>Previous Endorsements</b>	561
<b>Minimum Education Requirements</b>	High School diploma and completion of a cosmetology instructor curriculum
<b>Occupational Work Experience</b>	Five years of full time work experience out of the past eight years
<b>Industry Certification</b>	Tennessee Cosmetology Instructor license
<b>Pathway Options</b>	None
<b>Endorsement Name and Code</b>	Culinary Arts 730
<b>Previous Endorsements</b>	562
<b>Minimum Education Requirements</b>	High School diploma or above
<b>Occupational Work Experience</b>	Five years of full time work experience out of the past eight years
<b>Industry Certification</b>	Serve-Safe or National Registry of Food Safety Professionals, or Culinary Chef Educator (CCE) Industry Certification
<b>Pathway Options</b>	<ul style="list-style-type: none"> <li>Associate's degree in culinary arts, industry certification, and three years full time work experience out of the past eight in endorsement area</li> <li>Bachelor's degree in culinary arts, industry certification, and one year full time work experience out of the past eight in endorsement area</li> </ul>



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<b>Endorsement Name and Code</b>	Diesel Equipment 772
<b>Previous Endorsements</b>	581
<b>Minimum Education Requirements</b>	High School diploma or above
<b>Occupational Work Experience</b>	Five years of full time work experience out of the past eight years
<b>Industry Certification</b>	ASE T-2, ASE T-6, and ASE T-8
<b>Pathway Options</b>	<ul style="list-style-type: none"> <li>Associate degree in diesel technology and one year of work experience in endorsement area and industry certification</li> </ul>
<b>Endorsement Name and Code</b>	Distribution and Logistics 776
<b>Previous Endorsements</b>	503
<b>Minimum Education Requirements</b>	High School diploma or above
<b>Occupational Work Experience</b>	Five years of full time work experience out of the past eight years
<b>Industry Certification</b>	Currently none
<b>Pathway Options</b>	<ul style="list-style-type: none"> <li>Associate's degree in distribution and logistics and three years full time work experience out of the past eight in endorsement area</li> <li>Bachelor's degree in distribution and logistics and one year full time work experience out of the past eight in endorsement area</li> </ul>
<b>Endorsement Name and Code</b>	Drafting/CAD 700
<b>Previous Endorsements</b>	531
<b>Minimum Education Requirements</b>	High School diploma or above
<b>Occupational Work Experience</b>	Five years of full time work experience out of the past eight years
<b>Industry Certification</b>	ADDA Certified Drafter or Autodesk
<b>Pathway Options</b>	<ul style="list-style-type: none"> <li>Associates degree in drafting and one year work experience and industry certification</li> <li>Bachelor's degree in drafting and industry certification</li> </ul>
<b>Endorsement Name and Code</b>	Electrical 701
<b>Previous Endorsements</b>	523
<b>Minimum Education Requirements</b>	High School diploma or above
<b>Occupational Work Experience</b>	Five years of full time work experience out of the past eight years
<b>Industry Certification</b>	Bureau of Apprenticeship Training (BAT) or NOCTI Electrical or Tennessee Contractors license
<b>Pathway Options</b>	<ul style="list-style-type: none"> <li>Associate's degree in building construction and one year of work experience in endorsement area and industry certification</li> <li>Bachelor's degree in building constructions and industry certification</li> </ul>



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<b>Endorsement Name and Code</b>	Fire Safety 751
<b>Minimum Education Requirements</b>	High School diploma or above
<b>Occupational Work Experience</b>	Five years of full time work experience out of the past eight years
<b>Industry Certification</b>	Fire Fighter Instructor 1
<b>Pathway Options</b>	<ul style="list-style-type: none"> <li>Associated degree in fire science and one year work experience in endorsement area and industry certification</li> <li>Bachelor's degree in fire science and industry certification</li> </ul>
<b>Endorsement Name and Code</b>	Graphic Design 711
<b>Previous Endorsements</b>	543
<b>Minimum Education Requirements</b>	High School diploma or above
<b>Occupational Work Experience</b>	Five years of full time work experience out of the past eight years
<b>Industry Certification</b>	ADDA Certified Digital Designer or NOCTI Advertising & Design or Adobe Certified Expert Certification
<b>Pathway Options</b>	<ul style="list-style-type: none"> <li>Associate degree in graphic design and one year work experience and industry certification</li> <li>Bachelor's degree in graphic design and industry certification</li> </ul>
<b>Endorsement Name and Code</b>	HVAC 707
<b>Previous Endorsements</b>	598
<b>Minimum Education Requirements</b>	High School diploma or above
<b>Occupational Work Experience</b>	Five years of full time work experience out of the past eight years
<b>Industry Certification</b>	Bureau of Apprenticeship Training (BAT) or HVAC Excellence Certification
<b>Pathway Options</b>	<ul style="list-style-type: none"> <li>Associate's degree in building construction and one year of work experience in endorsement area and industry certification</li> <li>Bachelor's degree in building constructions and industry certification</li> </ul>
<b>Endorsement Name and Code</b>	Health Informatics 721
<b>Minimum Education Requirements</b>	Associates degree or above in endorsement area
<b>Occupational Work Experience</b>	One year full time work experience out of the past five in endorsement area
<b>Industry Certification</b>	CPC-Certified Professional Coder or CCA-Certified Coding Associate Or CCS-Certified Coding Specialist or RHIT-Registered Health Information Technician or RHIA-Registered Health Information Administrator or MCT-Medical Coding Technician
<b>Pathway Options</b>	<ul style="list-style-type: none"> <li>Bachelor's degree in health informatics and industry certification</li> </ul>





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<b>Endorsement Name and Code</b>	Health Science 720
<b>Previous Endorsements</b>	577
<b>Minimum Education Requirements</b>	Associates degree or above to obtained medical license
<b>Occupational Work Experience</b>	One year full time work experience out of the past five
<b>Industry Certification</b>	Tennessee Board of Health issued license
<b>Pathway Options</b>	<ul style="list-style-type: none"> <li>All applicants must provide verification of one year full time work experience out of the past five and industry certification regardless of postsecondary degree level</li> </ul>
<b>Endorsement Name and Code</b>	Information Technology 740
<b>Previous Endorsements</b>	595
<b>Minimum Education Requirements</b>	Associates degree or above in endorsement area
<b>Occupational Work Experience</b>	Two years work experience out of the past eight years
<b>Industry Certification</b>	A+ or Net Plus or CIW or CISCO
<b>Pathway Options</b>	<ul style="list-style-type: none"> <li>Bachelor's degree in endorsement area and industry certification</li> </ul>
<b>Endorsement Name and Code</b>	Legal and Protective Services 750
<b>Previous Endorsements</b>	590
<b>Minimum Education Requirements</b>	High School diploma or above
<b>Occupational Work Experience</b>	Five years of full time work experience out of the past eight years
<b>Industry Certification</b>	POST for applicants using work experience
<b>Pathway Options</b>	<ul style="list-style-type: none"> <li>Associate's degree in criminal justice and three years of full time work experience out of the past eight in endorsement area</li> <li>Bachelor's degree in criminal justice and one year full time work experience out of the past eight years in endorsement area</li> <li>Master's degree in criminal justice</li> </ul>
<b>Endorsement Name and Code</b>	Advanced Manufacturing 760
<b>Previous Endorsements</b>	596
<b>Minimum Education Requirements</b>	High School diploma or above
<b>Occupational Work Experience</b>	Five years of full time work experience out of the past eight years
<b>Industry Certification</b>	National Institute of Metalworking Skills certification (NIMS)
<b>Pathway Options</b>	<ul style="list-style-type: none"> <li>Associate's degree in manufacturing operations/technology and one year of work experience in endorsement area and industry certification</li> <li>Bachelor's degree in manufacturing operations/technology and industry certification</li> </ul>





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<b>Endorsement Name and Code</b>	Plumbing 703
<b>Previous Endorsements</b>	527
<b>Minimum Education Requirements</b>	High School diploma or above
<b>Occupational Work Experience</b>	Five years of full time work experience out of the past eight years
<b>Industry Certification</b>	Bureau of Apprenticeship Training (BAT) or NOCTI Plumbing or Tennessee Contractors license
<b>Pathway Options</b>	<ul style="list-style-type: none"> <li>Associate's degree in building construction and one year of work experience in endorsement area and industry certification</li> <li>Bachelor's degree in building constructions and industry certification</li> </ul>
<b>Endorsement Name and Code</b>	Programming 742
<b>Minimum Education Requirements</b>	High School diploma or above
<b>Occupational Work Experience</b>	Five years of full time work experience out of the past eight years
<b>Industry Certification</b>	A+ or Net Plus or CIW or CISCO
<b>Pathway Options</b>	<ul style="list-style-type: none"> <li>Associates degree in endorsement area and one year work experience in endorsement area and industry certification</li> <li>Bachelor's degree in endorsement area and industry certification</li> </ul>
<b>Endorsement Name and Code</b>	Public Health 722
<b>Minimum Education Requirements</b>	Bachelor's degree in Public Health or Public Health Administration
<b>Occupational Work Experience</b>	One years of full time work experience out of the past five years in endorsement area
<b>Industry Certification</b>	Currently none
<b>Pathway Options</b>	None
<b>Endorsement Name and Code</b>	Welding 705
<b>Previous Endorsements</b>	584
<b>Minimum Education Requirements</b>	High School diploma or above
<b>Occupational Work Experience</b>	Five years of full time work experience out of the past eight years
<b>Industry Certification</b>	AWS or Bureau of Apprenticeship Training (BAT) or Certified Welding Educator Certification
<b>Pathway Options</b>	<ul style="list-style-type: none"> <li>Associates degree in welding/fabrication and one year full time work experience and industry certification</li> <li>Bachelor's degree in welding/fabrication and industry certification</li> </ul>



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### Advancing to a Professional Occupational Education License

- In addition to completing an educator preparation program, an educator must provide evidence of the following to advance to a professional occupational license:
- Three years of teaching experience AND
- Recommendation of the Director of Schools AND
- Attendance to the five day new occupational teacher training AND
- Four observation of three experienced teachers within your endorsed area and one experienced teacher outside of your teaching area, mentor contact information and signature AND
- Current/valid industry certification for specified endorsements and course assignments requiring industry certification

### Renewal of a Professional Occupational Education License

To renew the professional occupational education license an educator must have documentation of 60 professional development points (appendix A) and current/valid industry certification if indicated in the current correlation of course code document. Professional development points can only be used to renew a professional occupational license, not advance a practitioner occupational education license.

At the date of expiration, if an educator does not have documentation of 60 professional development points and required industry certification, the license will become inactive. In order to reactivate the license and endorsements held, the educator must provide evidence of 60 professional development points and industry certification to the Career and Technical Education licensure consultant.

### Adding Occupational Endorsements

Licensed occupational educators who have completed an approved education preparation program for initial licensure may add additional occupational endorsements. For occupational endorsements requiring industry certification, submit evidence of completion (e.g., certificate, qualifying scores, certification card). To add an occupational endorsements not requiring industry certification you must provide evidence in the following ways:

- Verification of five years full time work experience in requested occupational area out of the past eight years; teaching is not considered occupational work experience and will not be accepted **OR**
- Associate's degree in the endorsement area and three years full time work experience in the endorsement area out of the past eight years **OR**
- Bachelor's degree in the endorsement area and one year full time work experience in the endorsement area out of the past eight years **OR**
- Master's degree in the endorsement area



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### Renewal of Professional Occupational License Appendix A

Option	PDPs Awarded	Required Documentation
Training (Academy/Institute/ Seminar/Conference)	1 clock hour = 1 PDP  1 continuing education credit <sup>7</sup> = 5PDPs	Certificate of completion, Transcript OR Verification form signed by the Director of Schools (or designee)
College/University Coursework	1 semester hour credit = 10 PDPs	Transcript
Overall Evaluation Score from TN- approved evaluation model	Overall Score of 5 = 20 PDPs Overall Score of 4 = 15 PDPs Overall Score of 3 = 10 PDPs	This information is maintained by TDOE. Educators are not required to submit any documentation. PDPs based on overall evaluation scores may be accrued on an annual basis.
National Board Certification	30 PDPs	Official documentation from NBPTS